

11 MAY 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
11 May 1973

Significant Events

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2. Meetings at Civil Service Commission: On 9 May, representatives from the External Employee Assistance Branch attended the weekly meeting of the Interdepartmental Placement Committee at the Civil Service Commission. Following this meeting, they met with Jim Edman, CSC Bureau of Recruiting and Examining and Loy Wood, CSC Bureau of Policies and Standards. The topics discussed were:

- a. The "Displaced Employees List" - a listing of employees having permanent Civil Service status, dropped as surplus from Federal agencies. This offers possibilities for some of our surplus personnel.
- b. The possibility (supported by Senator McGee) of extending permanent Civil Service status to employees of all "excepted" agencies.
- c. Training authorities to prepare forced retirees or resignees for careers elsewhere.
- d. The Inter-Change Program for placing some employees in other agencies.

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7. Agency Component Interested in Co-op Program: It appears that we are about ready to add another Office to those utilizing co-op students. After several discussions with officials of the Office of Research and Development, their Information Processing and Analysis Division wishes to start with two co-op students.

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8. Summer Intern Program: [REDACTED] Co-op Coordinator, will brief Dr. Chester Crocker, Director of the new master's degree program in Foreign Service at Georgetown on our Summer Intern Program today.

9. Position Management:

a. A review has been conducted of premium rates for positions in the Printing Services Division Printing Plant and a memorandum providing for changes in premiums has been developed for submission to the Chief, Printing Services Division.

b. Changes in the Staffing Complement of the IG's office involving substantial elimination of the inspection function have been reviewed and will be processed as soon as a formal request is received from the IG's office.

10. Response to Recruitment Ads: As a result of the ads for Proofreaders and Typists placed in the Washington Post and the Washington Sunday Star on Sunday, 6 May 1973, 121 people called to ask about employment possibilities. One hundred inquired about the Proofreader position and 21 about the typist position. As of close of business Wednesday, 9 May, 21 people had been interviewed. Appointments have been made by an additional 17 people.

11. Military Personnel for IC Staff: Requisitions for military personnel for the IC Staff will be processed by Mobilization and Military Personnel Division through the military focal point channels. The Office of Security will conduct a National Agency Check on prospective detailees to confirm the validity and currency of their DOD clearances. They will

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not conduct a field background investigation unless the military investigation is so dated that an update is determined to be necessary. Each individual will be required to undergo polygraph testing.

Future Activities

1. Position Management: Next week we expect to have discussions with the Director of FMSAC to explain the scope of the scheduled position management survey and its objectives. The survey will commence on 14 May.

/s/Harry B. Fisher

Harry B. Fisher

Director of Personnel

Att

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OD/Pers/ [REDACTED]:dpm (11 May 73)

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# Cartography

## COOPERATIVE EDUCATION PROGRAM

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### THE CENTRAL INTELLIGENCE AGENCY

has a cooperative education work program for undergraduate and graduate students interested in exploring a career in thematic cartography.

#### POSITIONS

In Washington, D.C. for a limited number of students who have had basic courses in cartography. Preference will be given to those who have declared a major in cartography. Those selected will alternately spend 6 months on the job and 6 months in school starting 2 January 1974 or 1 July 1974. Applications must be received 4 months before starting date.

#### FURTHER INFORMATION

Full details on salary, employment procedures, description of work assignments and housing can be obtained from

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*instructor's name*